

# BENEFITS bulletin

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**SOUTH DAKOTA  
state employee  
benefits program**

## ACT:

### Do Your Online Health Assessment



### Review Compliance Documents



## Learn:

### Health Coaching to Head Off Holiday Stress

It's nearly impossible to go through the holiday season without experiencing some increase in your daily stress levels. Luckily, Health Coaching is here to set you on the path to a happier and healthier lifestyle. StayWell health coaches are experts in fitness, health, nutrition, and motivation. Some of the topics you can discuss with your health coach include:

- Lowering your stress
- Creating a 30-day holiday weight maintenance plan
- Getting more sleep
- Quitting smoking
- Moving and exercising more during the winter months
- Eating fewer desserts over the holidays

Complete a minimum of three calls with a health coach by April 1, 2019, to earn 75 wellness points. To get started in a coaching program today, visit [benefit.staywell.com](http://benefit.staywell.com) or call the StayWell Helpline at 800.721.2749.

Health coaches are available:

Mon – Thurs: 8 a.m. – 10 p.m. CST  
Fri: 8 a.m. – 8pm CST  
Sat: 8 a.m. – 1p.m. CST



## Employee Assistance Program Monthly Webinar:

### Caring for Aging Relatives

Older relatives may require more care than family or neighbors can provide. This seminar is a helpful first step to determine what kind of care is needed.

Earn 25 wellness points if you watch this webinar and enter the date at [benefit.staywell.com](http://benefit.staywell.com). To log your points go to the My Progress bar, arrow down to Employee Assistance Program and enter the date you completed the webinar. The maximum number of points you can earn in the Employee Assistance Program section is 50 points.

This webinar is available for viewing any time during the month of December.



## Your beneFIT well-being Program:

### Stay Healthy Through the Holidays

Wondering how to stay healthy during the holiday season? Focus on these three areas to maintain your weight and reduce stress:

#### Keep moving

Working out will reduce stress, give you more energy, and burn those extra holiday calories. Take the stairs instead of an elevator, take your dog for an extra trip around the block, or dance around while you do your household chores. Find more tips for squeezing in exercise over the holidays [here](#).

#### Take charge of your eating

Use a smaller plate to control your portions. Aim for five or more servings of fruits and vegetables each day. Pack your refrigerator with bags of cut-up vegetables and fruit for healthy snacks on the go. Offer healthy options along with the traditional party foods. Improve your eating habits with the tips [found here](#).

#### Reflect

As the year ends, take time to write down things that went well. Focusing on what you don't have or didn't accomplish makes it difficult to be grateful. Looking to the future with optimism can make all the difference.

More helpful tips can be found in the [Health Library](#) at [benefit.staywell.com](http://benefit.staywell.com).



## ASK

### What happens next with the Spouse and Dependent Eligibility Audit?

The deadline for sending in documentation to Dialog Direct was November 16. If you have received a letter stating that your dependents are eligible, you do not need to do anything else.

If you received notification that your spouse and/or one or more of your dependents are ineligible, the ineligible dependent will be dropped from any benefits coverage on December 31, 2018. You do have the right to appeal this decision. You must submit your written appeal no later than January 25, 2019, to Dialog Direct with the required documentation required to prove eligibility for benefits. Please refer to your notification letter from Dialog Direct for the proper procedures, address, and website info. **Logging into the Dialog Direct website will be the fastest way to submit and track information:** <https://www.dependentverification.budco.com/user/ssd>

After providing [appropriate documentation](#) during the appeal period, your spouse and/or dependents coverage will be reinstated so there is no break in coverage. If deductions were stopped, you may experience additional payroll deductions when the coverage is reinstated.

Now that this process has started, it will be ongoing for employees who add a spouse or dependents any time during the year or for new hires that cover a spouse and/or dependent. If you have added a spouse or dependent to any of the benefits since the end of August, you will receive a letter from Dialog Direct mid-December to submit proof of eligibility.

### When is the next Lunch and Learn presentation?

The Lunch and Learn series will continue on December 12 with a presentation on Conditions, Complex Case and Medical Management. Mark your calendar for January 9 for the next event - New Year, New You: Health Tips and Resources for the New Year!

Visit <http://benefits.sd.gov/LunchandLearns.aspx> for regular updates on the Lunch and Learn series.

### I've been injured on the job. What should I do next?

If you were injured on the job, you must provide notice of your injury or medical condition to your employer within three business days as required by South Dakota State law. It is important that you submit an online First Report of Injury as soon as possible, even if you do not believe the incident will result in the need for medical treatment.

The First Report of Injury form is available online at <https://apps.sd.gov/EB05FROI/eb05froi/default.aspx>. For more information about Workers' Compensation, please visit <http://benefits.sd.gov/WorkersCompensation.aspx>.

### I didn't make it to a health screening. Can I still complete my wellness incentive for FY2020?

If you missed the on-site health screening opportunities, you can make an appointment with your healthcare provider and submit the Health Care Provider Form to [benefit.staywell.com](http://benefit.staywell.com). Members are eligible for one annual wellness preventive exam covered by the health plan each year. The cost of the screening tests will be covered *only* if it is part of the annual wellness preventive exam.

You must submit your [Health Care Provider Form](#) **before April 1, 2019**.

### Should I be checking my health care bills?

Yes. Members are encouraged to examine medical bills to ensure the billed items are for the services received. In addition, please review the explanation of benefits from the DAKOTACARE for possible processing errors. If errors are found that result in savings to the health Plan, the South Dakota State Employee Health Plan will pay the member 50 percent of the savings amount up to a maximum of \$1,000 per medical occurrence.

If you find an error, contact the provider to request corrected bills be submitted to insurance and obtain a copy for your records. Also, contact DAKOTACARE for a corrected explanation of benefits. Then submit the documentation to the Bureau of Human Resources for review.

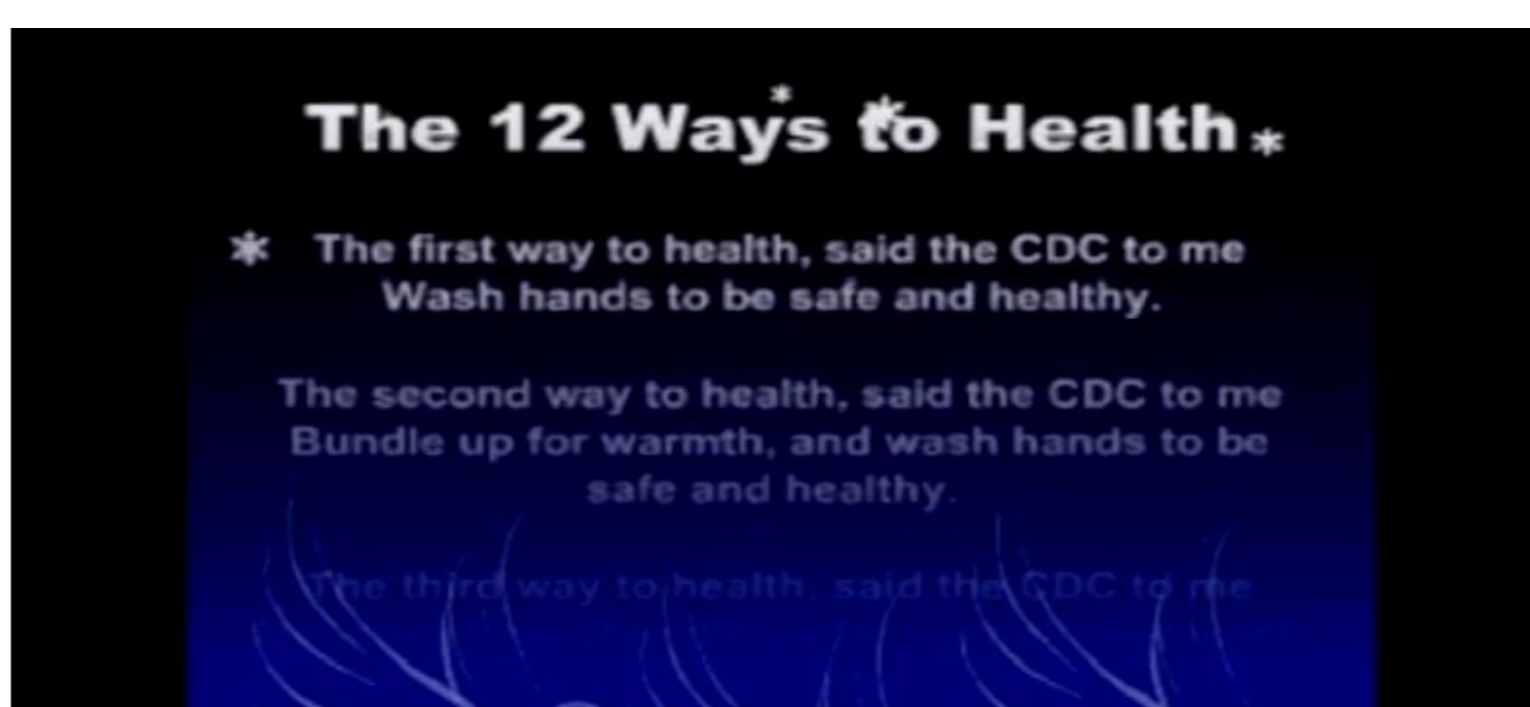
Eligible services for this program included all non-hospital based services. Please see "Billing and Processing Error Incentive Program" portion of the Summary Plan Document at <https://benefits.sd.gov/SPDS.aspx> for more information.

### Will the Benefits Staff still be handling Student Verification?

No. From now on, student verification will be handled by Dialog Direct. Twice a year, in September and March, Dialog Direct will send letters to employees who cover a dependent ages 26 to 29 to verify their full time student status.

When your dependent is about to turn 26, you will receive a letter from Dialog Direct to verify that they are indeed a full time student. If they are not a full time student, they will be removed from the plan at the end of the month they turn 26.

## For Your Information...



## Contact Us:

**Call: 605.773.3148**

**Email: [Benefitswebsite@state.sd.us](mailto:Benefitswebsite@state.sd.us)**

